
Authorized Signature
Number: AS-PT-04-016
Issue Date: 12/20/2004

Topic: Agency-wide Policy

Transmitting (check the box that best applies):

- New Policy
 Policy Change
 Policy Clarification
 Executive Letter
 Administrative Rule
 Manual Update
 Other: _____

Applies to (check all that apply):

- | | |
|--|--|
| <input checked="" type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input checked="" type="checkbox"/> Other (please specify): Any authorized user of DHS information-related technology. |

Policy/Rule Title:	Acceptable Use of Information-related Technology		
Policy/Rule Number(s):	AS-070-004	Release No:	1.0
Effective Date:	12/10/2004	Expiration:	N/A
References:			
Web Address:	http://www.dhs.state.or.us/policy/admin/is/070_004.htm		

Discussion/Interpretation:

- DHS uses technology everyday to perform the work of DHS. Technology is used in providing services, in conjunction with partners, and in administrative functions like payroll, e-mail, and Web postings. Technology makes it easier to share information where and when needed, both inside and outside of DHS systems.
- Inappropriate use of technology can put DHS information or its systems at risk.
- Inappropriate use can also contribute to reduced productivity.
- The acceptable use document is not intended to cover every possible avenue of acceptable or unacceptable activities. Rather, it is intended to provide guidance to expectations of the average user so that they can make informed decisions about acceptable use.

Implementation/Transition Instructions:

- Non-DHS owned and/or personal software and hardware are not to be installed within or on DHS systems unless approval is obtained through the Standards Exception Procedure. This includes no cost, non-licensed software such as screen saver programs. Only the screen saver program that is delivered with the operating system of the equipment is allowed.
- Review and approval of Web content is to be obtained from the program supervisor or manager prior to publication or posting.
- Public record retention: Electronic information created, stored, sent, or received falls under the public records laws and carries the same responsibility as with paper information for archiving and record retention periods.
- Supersedes AS-070-011, Internet Use Policy.

Training/Communication Plan:

- Communication Plan:
 - Inform managers/supervisors: (1) any significant points and changes from existing practices; (2) steps that will be taken with regard to installed non-DHS owned software without appropriate authorization; and (3) guidelines for retaining electronic mail that is a public record.
 - Managers/supervisors inform staff: (1) any significant points and changes from existing practices; (2) steps that will be taken with regard to installed non-DHS owned software without appropriate authorization; and (3) guidelines for retaining electronic mail that is a public record.
 - OIS will put internal procedures in place in support of this policy.
 - Provide initial contact point for questions regarding clarification and interpretation
- Training Plan:
 - Awareness and education will be provided in conjunction with rollout of Desktop & Laptop Security policy.

Local/Branch Action Required: Inform staff of policy contents.

Central Office Action Required: Inform staff of policy contents

Field/Stakeholder review: Yes No

If yes, reviewed by:

Administrative Services Policy Committee

Designated DHS Program representatives and external reviewers of IT policies

Filing Instructions: No paper copies are distributed for filing. DHS Agency-wide policies are located on the DHS web site at <http://www.dhs.state.or.us/policy/admin/>

If you have any questions about this policy, contact:

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